

DD/S

55-2575

19 November 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Review of Cable Distribution Requirements  
as Requested in your 9 November 1955  
Staff Meeting

1. Since assuming my responsibilities as SSA, I have considered the matter of multiplicity of cable distributions on numerous occasions. Last February the various elements of this Staff compiled their requirements as appropriate to a staff support function in DD/P. After some refinements, a consolidated list of requirements for the SSA-DD/S was furnished to the Cable Secretariat.

2. A further complete review was made in May 1955 and some reductions put into effect. As a result of that effort, a statement of SSA requirements was included as a Standard Operating Procedure in the Cable Secretariat's Handbook. This included a broad statement of the mission of the SSA and enunciated the nine requirements which we had at that time for cables, as well as a definition of the categories not required by SSA.

3. As recently as 27 October 1955, a further detailed examination of cable dissemination to this Staff was made and additional reduction in dissemination was spelled out.

4. As a result of your request, another review of our requirements has been made but I find our needs are succinctly defined and unless there is an adjustment in the functions and responsibilities of this Staff, we must continue to receive those cables now carried on our required list.

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Special Support Assistant  
to the  
Deputy Director (Support)